



Date: May 8, 2018
To: School Based Wellness Centers
From: Robin Cahall, VFC Coordinator
Subject: Summer Vaccine Inventory

By May 18, 2018, complete the information form and inventory form and fax it to the VFC Program, 302-739-2555.

If the school based wellness center has an alternative vaccine storage location that will provide proper storage and monitoring during the summer break please indicate on the information form. A transfer form will be sent to you after VFC receives the information form.

Continuous temperature monitoring is a requirement for VFC. School Based Wellness have a continuous temperature monitoring device (LogTag) installed in the vaccine storage unit. Sites may choose to store vaccine at the site over the summer break, only if a download of temperature monitoring data will be completed within a 30 day period during the break. Please indicate on the information form if vaccine will remain on site during break.

Please submit the information form and inventory to indicate the plan for summer storage. If DPH will store vaccine, please follow the process as outlined below.

1. A VFC Program representative will make contact to schedule a vaccine pick up.
2. **Please do not include PPD solution on the form or in the pick-up.** PPD solution must be returned to the pharmacy at DHCI. Please refer to your usual contact at the pharmacy in order to return the PPD solution.
3. Expired vaccine must be returned following the current vaccine return process. Do not include expired vaccines in the pick-up.
4. Keep a copy of the inventory sheet for your record.
5. The VFC Program representative will pick up the vaccine at the scheduled time and transport appropriately.
6. The vaccine will be properly stored and monitored at a DPH facility for the duration of the summer closing. The VFC Program representative will label the vaccine by PIN in order to identify the center for which the vaccine was received.
7. All doses of vaccine stored with DPH over this time period will be transferred back to the provider. This includes doses that expire during this time period and short dated vaccine. Expired doses must be returned by the provider using the proper return process through VFC. Check your stock when it's returned.

Please call with any questions or concerns, 1-800-282-8672.

Thank you for your cooperation. Have a safe summer!